

## **GUNNISON POLICE DEPARTMENT**

### **EMPLOYMENT APPLICATION FOR POLICE OFFICER**

The Gunnison Police Department is an Equal Employment Opportunity employer. No person will be discriminated against because of race, color, sex, age, religion, national origin, ancestry, disability, political beliefs or veteran status. All employment decisions, including recruitment, hiring, training, and promotion will be made on the basis of the principle of equal employment opportunity and by using only job related criteria.

#### **GENERAL DESCRIPTION OF DUTIES:**

You are applying for a sworn uniformed position with the Gunnison Police Department, As such, you will perform technical, professional, and administrative duties related to maintaining the security of the City of Gunnison, protecting the constitutional guarantees of all persons, protecting life and property, preserving public peace and order, preventing, solving and detecting crimes, facilitating the safe movement of persons and vehicles, and providing other services as needed.

#### **MINIMUM QUALIFICATIONS**

Applicants must meet all of the minimum qualifications. Any variances or violations of these standards will result in your immediate disqualification. If you have questions about any of these standards, please call Gunnison Police Department Administration at (970)641-8000.

**Age:** Applicants must be at least twenty-one (21) years of age prior to appointment.

**Citizenship:** Proof of United States citizenship must be attached. Acceptable proof is a birth certificate from the United States, Naturalization papers, United States passport, or Certificate of Live Birth Abroad of a United States Citizen.

**Drivers License:** Must possess a valid Colorado driver-s license at time of appointment.

**Education and Experience:** Applicants are required to attach diplomas, transcripts from High School or College that bears the official school seal and shows dates of attendance, and/or DD-214 indicating dates of service. Applicants with previous law enforcement experience must attach State Certification or written description of previous law enforcement experience.

Must have completed two years (60 semester hours) at an accredited college or university;

or

Must have completed one year (30 semester hours) at accredited college or university **and** have three years experience in the law enforcement field,

College degree is preferred.

**Colorado Peace Officers Standards and Training (P.O.S.T.):** Must be certified by the State of Colorado as a Level 1 Peace Officer pursuant to Colorado Peace Officer Standards and Training rules (P.O.S.T.) at time of employment. (NOTE: A conditional offer of employment may be proffered to the successful applicant prior to their attaining Level 1 Peace Officer Certification). Applicants who possess certification from a state other than Colorado may meet P.O.S.T. standards for a six month provisional certification. Provisional certification will be allowed provided full certification is granted by P.O.S.T. prior to expiration of the provisional certification.

All costs associated with P.O.S.T. certification will be at the applicant's expense.

Specific categories of misdemeanor convictions on or after July 01, 2001 will result in the denial of P.O.S.T. Certification; therefore, applicants who are effected by Senate Bill 01-016 will be disqualified from the testing process. To determine your eligibility and to get a listing of misdemeanor convictions that apply, you may contact the state of Colorado at (303)866-5692 or on the web site at [www.ago.state.co.us](http://www.ago.state.co.us)

**Criminal Convictions:** Applicants that have any felony conviction or felony deferred judgments will be disqualified from the process. Applicants with any misdemeanor conviction (non-traffic) or misdemeanor deferred judgments within the last 36 months will be disqualified from the process. Any misdemeanor conviction involving moral turpitude may disqualify the applicant from the process.

**Illegal drug activity:** Applicants who have illegally sold, delivered, distributed, or manufactured drugs will be disqualified. Applicants who have illegally used drugs within the last 36 months will be disqualified. The applicant's prior illegal use of drugs will be taken into consideration during the process.

**Driving and employment record:** Applicants must have a good driving record and employment record to be considered for employment.

**Ability to perform the essential job functions:** Applicants must be capable of performing the essential job functions of an entry level police officer with or without accommodation. Refer to **Tasks of a Police Officer** listed within this application for essential job functions.

## **JOB REQUIREMENTS**

**Residency:** All police officers must reside within 30 minutes drive time to the Gunnison Police Department.

**Physical Ability:** Police officers are required to maintain a specified level of physical stamina and conditioning throughout their career. Annual testing may be conducted to ensure compliance.

**Work Schedule :** Police officers must be capable of working 40 hours a week, typically in 10 hour shifts. There are three different shifts officers are assigned to, determined by seniority. Weekend, evening, and holiday work is required.

## **SELECTION PROCESS**

Applicants will be provided information as to locations, dates and schedules for the different

phases of the selection process. Late applicants or applicants failing to show for any portion of the selection process will be disqualified from the process (no excuses). Failing of any test phase will disqualify the applicant from further participation in the process.

**Phase 1      Deadline for applicant submission is found in the job announcement posted at [www.cityofgunnison-co.gov](http://www.cityofgunnison-co.gov)**

**Application Completion and Review** - All applicants must complete the application in its entirety. The application will be reviewed to ensure the applicant meets the minimum qualifications and completion.

**Written Exercise** - The written exercise is part of the application process and will be reviewed for grammar, spelling, and content and to assist in determining critical thinking skills.

**Phase 2      Applicants selected from Phase 1 will be notified of location and date(s) for Phase 2**

**Physical Ability Test (pass/fail)** - Applicants must successfully complete the physical ability test. Test consists of a timed run through a course with practical obstacles and verbal instruction. Test is intended to determine a candidate's physical and mental response during physical exertion. Course distance typically is 130 – 150 yards with 5 obstacles but varies based on location and weather conditions.

**Written Test** - Consists of a battery of tests designed to measure the basic skills necessary to perform successfully as a police officer. Passing score of 70% on each of the four (4) section; arithmetic, grammar, writing ability and reading comprehension is required, with a cumulative minimum score of 75% required to proceed to the next phase.

**Psychological Evaluation (screening)**– Applicants will take a series of written and internet tests designed to provide a Psychological Risk Assessment.

**Department Oral Interview** - Applicants will be interviewed by a panel selected by the Chief of Police, to assist in determining suitability for position.

**Phase 3      Applicants selected from Phase 2 will be notified and asked to sign a waiver prior to background investigation being started**

**Background Investigation** - Applicants will be investigated as to character, conduct, driving record, drug and alcohol history, habits, environment, interests, previous employment, criminal history, credit

history, and references. The background investigator will also use the results of the polygraph examination in completion of report and determining suitability for employment.

**Phase 4      Applicants selected following Phase 3 will receive a conditional job offer and a schedule of the remaining selection process(s) to be used and/or requirements to be met**

**Conditional Job Offer** - A conditional offer of employment will be made to the top applicants who successfully complete all phases of the process. Following conditional job offer Psychological, Medical Evaluation and Drug Screening will be conducted.

**Medical Evaluation (pass/fail)** - Applicants shall be required to successfully undergo a full medical examination to determine ability to carry out essential job functions. (Completed after Conditional Job Offer)

**Psychological Evaluation** - Applicants will be tested and interviewed by a licensed psychologist identified by the Gunnison Police Department to determine suitability for a police officer position. Applicants must have an acceptable rating. (Completed after Conditional Job Offer)

**Drug Testing** – Applicants shall be required to successfully undergo a drug screening to rule out illegal drug usage in the last 36 months. (Completed after Conditional Job Offer)

**Polygraph Examination** - Consists of a process used to review the applicant's qualifications and suitability for employment. (optional)

**Chief Interview** – Interview with the Chief as to job expectations and suitability.

This phase process is designed to take time so that the Gunnison Police Department can make an informed decision on the best candidate and fit for the position of police officer with the City of Gunnison. It is expected that each applicant will investigate what the Gunnison Police Department is looking for in their officers as well as what the community expectations of a police officer are, so that they are better prepared to assume the duties and meet all of the job functions as required.

## **REVIEW - TASKS OF A POLICE OFFICER**

## **GUNNISON POLICE DEPARTMENT**

### **EMPLOYMENT APPLICATION FOR POLICE OFFICER**

#### **READ CAREFULLY**

The following instructions are furnished as a guide to assist you in completing the application form. This form must be complete and detailed in all respects, and is the basis for determining your qualifications for employment with the Gunnison Police Department. Please review all of the **Minimum Qualifications** and **Job Requirements**, prior to completion of the application, to ensure that you meet all aspects of employment.

**ALL QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY.** If a question does not apply, enter N/A in the space provided. Falsification or failure to include information as directed will be considered grounds for non-acceptance, or termination if already employed.

Avoid errors by reading the directions carefully before making entries on the form. **DO NOT PROVIDE ANY MATERIALS THAT ARE NOT SPECIFICALLY REQUESTED IN THIS APPLICATION PACKET.** Do verify all addresses and telephone numbers that you provide. Do research your information carefully.

If you require additional space too properly and adequately answer any question, please use the back of the page on which the question appears.

All answers are to be legibly printed in ink.

Once the application has been completed, return the entire packet and any attachments to:

Gunnison Police Records Department  
ATTN: Police Applicant  
201 W. Virginia Avenue  
Gunnison, Colorado 81230

## IDENTIFICATION INFORMATION

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## GUNNISON POLICE DEPARTMENT

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**EDUCATION HISTORY:** Please list all High Schools, Colleges, Universities, Trade Schools, Business Schools, or Law Enforcement Academies attended. Begin with the most recent and list in sequence to the earliest.

School Name	Address	Dates Attended	Diplomas/ Certificates	Hours Earned
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	

**Total Number of college semester hours completed** \_\_\_\_\_

**List Major/Minor:** \_\_\_\_\_

**List any degrees earned:** \_\_\_\_\_

**NOTE:** Attach copies of documentation as listed in Education and Experience



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**MILITARY EXPERIENCE:** Please list any past military experience, to include schools or training attended as a part of your military service. Begin with the most recent and list in sequence to the earliest.

Training Class	Where Attended	Dates Attended	Diploma/ Certificate	College hours earned?
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	
			yes no	

**Total number of college semester hours completed** \_\_\_\_\_

**List Branch of Service:** \_\_\_\_\_

**Dates of Active Duty:** \_\_\_\_\_ **To** \_\_\_\_\_

**NOTE:** Attach copies of documentation as listed in Education and Experience.

## **GUNNISON POLICE DEPARTMENT**

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**PRIOR LAW ENFORCEMENT EXPERIENCE:** List any prior law enforcement experience.  
Begin with the most recent and list in sequence to the earliest.

Agency	Address	Rank/ Position	Dates of Employment	Certified Position
				yes no
				yes no
				yes no
				yes no
				yes no

**Name and Address of Law Enforcement Academy:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates of Attendance:**

\_\_\_\_\_ **To** \_\_\_\_\_

**Number of college credit hours earned:**

\_\_\_\_\_

**Peace Officer Certification Number:**

\_\_\_\_\_

**NOTE:** Attach copies of documentation as required in Education and Experience.

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**PRIOR LAW ENFORCEMENT EXPERIENCE (CONTINUED):** List any classes, courses, or training (not shown above) that may have a bearing on your qualifications for the position.

Class, Course, Training	Where Attended	Dates Attended	Number of hours	College Credit ?
				yes no
				yes no
				yes no
				yes no
				yes no
				yes no
				yes no
				yes no
				yes no
				yes no

**Number of college credit hours earned:**

\_\_\_\_\_

**NOTE:** Do not attach copies of certificates

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**ARREST INFORMATION:**

**Are you now, or have you ever been a suspect in a criminal investigation?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, complete the following for juvenile, adult, or military justice incidents.**

Offense	Agency	Date	Disposition

**Have you ever been arrested, detained by police, or summonsed to court?**

**Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, complete the following for juvenile, adult, or military justice incidents.**

Offense	Agency	Date	Disposition

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**TRAFFIC HISTORY:** Describe all traffic violations.

Violation	Agency	Date	Disposition

**Provide a brief description of all traffic accidents, giving approximate dates, location, and disposition.**

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**Has your driving privilege ever been suspended, revoked, or denied?**

Yes      No

**If yes, provide details.**

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## EMPLOYMENT APPLICATION FOR POLICE OFFICER

**EMPLOYMENT HISTORY:** List all previous employers beginning with present employer or most recent (go back 10 years)

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

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**EMPLOYMENT APPLICATION FOR POLICE OFFICER**

**EMPLOYMENT HISTORY (CONTINUED):**

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**

\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_



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**EMPLOYMENT HISTORY (CONTINUED):**

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**  
\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**  
\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

**From** \_\_\_\_\_ **To** \_\_\_\_\_ **Employer** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Immediate Supervisor** \_\_\_\_\_

**Job Description**  
\_\_\_\_\_

**Reason for Leaving** \_\_\_\_\_

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**REFERENCES:** List five (5) personal references that have known you a minimum of five (5) years that can speak to your qualifications, character, and personal goals. References may not be related or involved in a relationship with you, or previous employers or supervisors.

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## **GUNNISON POLICE DEPARTMENT**

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**BACKGROUND INFORMATION:** List all other law enforcement agencies you have tested with in the past, or currently have an application filed with.

Agency	Address	Date of application	Status

**I certify that I have read the essential job functions and job requirements and am able to perform the essential job functions with or without accommodation.**

Yes      No

**I certify that this application is true and correct to the best of my knowledge. I understand that falsification or failure to include information as directed, or to complete any portion of this application, will result in disqualification from the process.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2006

\_\_\_\_\_  
Notary Public  
Commission Expires: \_\_\_\_\_

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## **POLICE OFFICER SELECTION PROCESS**

### **WRITTEN EXERCISE**

Gunnison, Colorado is a small mountain community of approximately 5,800 full time residents. The population is increased annually with the influx of Western State College students numbering an additional 2,000 persons. Although small, Gunnison prides itself on its diverse makeup. Gunnison also has a rich history of ranching, agriculture, mining, and outdoor recreation opportunities that bring many more people to and through the community. The Gunnison Police department prides itself on its involvement and being responsive to all of the diverse needs of this community.

1. Please describe in your own words what you, as a potential police officer in Gunnison, bring to the department and what you can offer our community. Include what you have identified as on going issues and how you will be involved in addressing these. (Answer is to be handwritten by you, and no more than two pages)
2. Briefly outline what you would list as your goals, both long and short term, on day one of your employment with the Gunnison Police Department.
3. Describe in your own words “Community Policing” and what role it may play in Gunnison. (Answer is to be handwritten by you, and no more than one page)

Include this page with your answers.